



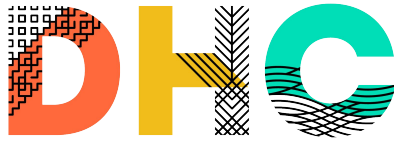
***Digitizing Hidden Collections***  
**Applicant Support Series–Session 3:**  
Designing an Achievable, Sustainable  
Digitization Plan  
March 20, 2024

Welcome! We're glad you're here.  
There is no audio at the moment. Feel free to  
introduce yourself in the chat box. 🙋

**We'll begin at 2pm ET | 11am PT.**



Council on Library and  
Information Resources



Digitizing Hidden Collections

# Amplifying Unheard Voices

A program of



Council on  
Library and  
Information  
Resources

# Introductions

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# Our Webinar Platform

- Click 'CC Live Transcript ' to turn on captions
- All attendees are muted
- Set chat to "All panelists and attendees"
- Submit questions in Q&A box
- Recording in progress



zoom

Kaskaskia  
Kickapoo  
Mascogo  
Miccosukee  
Myaamia  
ᖃᐱᐱᐱᐱ ᐱᐱᐱᐱ ᐱᐱᐱᐱ ᐱᐱᐱᐱ (Osage)  
Peoria  
Potawatomi  
Seminole  
Shawandasse-Tula  
Timucula

Visit [Native-Land.ca](https://Native-Land.ca) to learn about Indigenous Lands where you live.

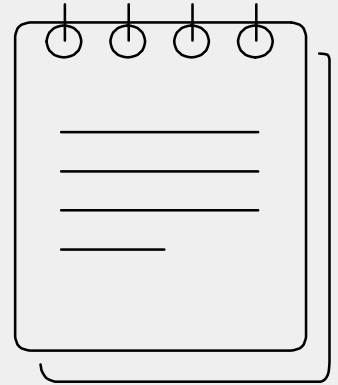


# Session outline:

- ✓ Overview + introductions
  - Presentation
  - *Break* (5 minutes)
  - Presentation
  - Q/A
  - Wrap up

# Final Application Tasks + Uploads

- Task: Project Details--Outcomes
- Task: Project Details--Work Plan
- Task: Project Details--Capacity





# Introduction

**Emily Galgano**

Director of Archives & Collections  
Sealaska Heritage Institute





# Welcome!

**Emily Galgano, MLIS, DAS**

Archives and Collections Director

Sealaska Heritage Institute

[emily.galgano@sealaska.com](mailto:emily.galgano@sealaska.com)

A large white circle is centered on a black background. To its left, there are several overlapping circles of varying shades of gray, with a large white number '1' in the center of the most prominent one. To the right of the white circle, there are several concentric white circles of varying diameters, creating a ripple effect.

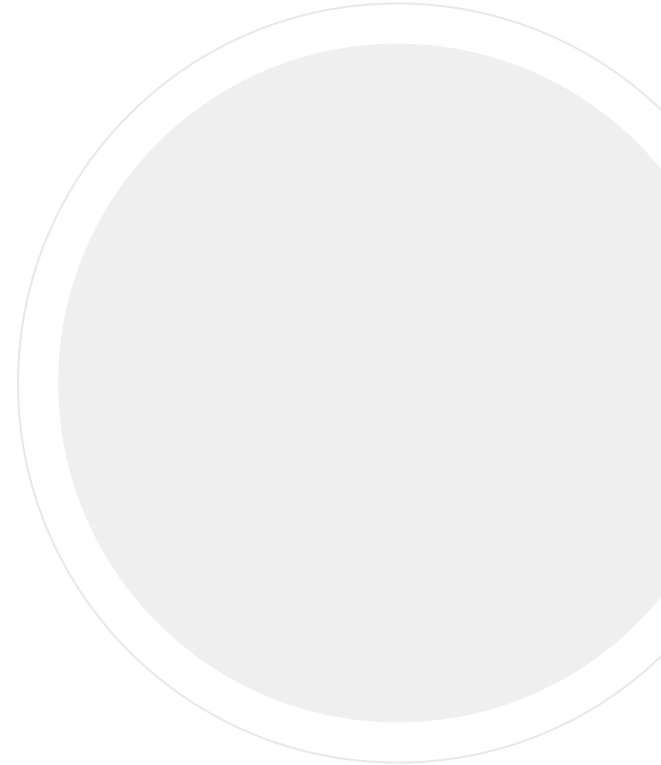
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# Designing an Achievable and Sustainable Digitization Plan



# Session Outline

- What is a Digitization Plan
- Big Picture Questions
- Specifics you Need to Know
- What Makes a Digitization Plan Sustainable?



# What is a Digitization Plan?

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# What is a Digitization Plan?

A roadmap of your project from start to finish – it will include all of the necessary information you need to get the project rolling the moment funding is awarded.



# Digitization Plans vs Digital Preservation Policies

- If you have an institution-level digitization policy, the project plan should fit into that
-

# How does a digitization plan fit into the CLIR grant proposal?

- Project Details – Outcomes
- Work Plan
- Project Details – Capacity
- Subcontracts

- Setting a realistic timeline
- Choosing equipment and systems for access and preservation
- Choosing appropriate digitization and description standards
- In house vs. vendor

# Project Details – Outcomes

Specific	Ex: digitize a collection of cassette tapes and write a finding aid
Measurable	Ex: there are 400 cassette tapes to digitize
Achievable	Ex: The collection is not so large as to be unwieldy, you have staff and equipment to manage the project
Relevant	Ex: The collection relates to a specific mission of your institution, and the resulting digital files are often requested by researchers
Time-bound	Ex: The project will take 2 years





# Project Details - Outcomes

- Tangible Outcomes
  - How many digital files made accessible
  - Finding aid(s)
  - Lesson Plans
  - Videos, articles
- Intangible Outcomes
  - Community impact



# Work Plan

- Schedule
- Activities
- People
- Partners and Collaborators
- Technology
- Risk Mitigation
- Assessment plan
- Sustainability





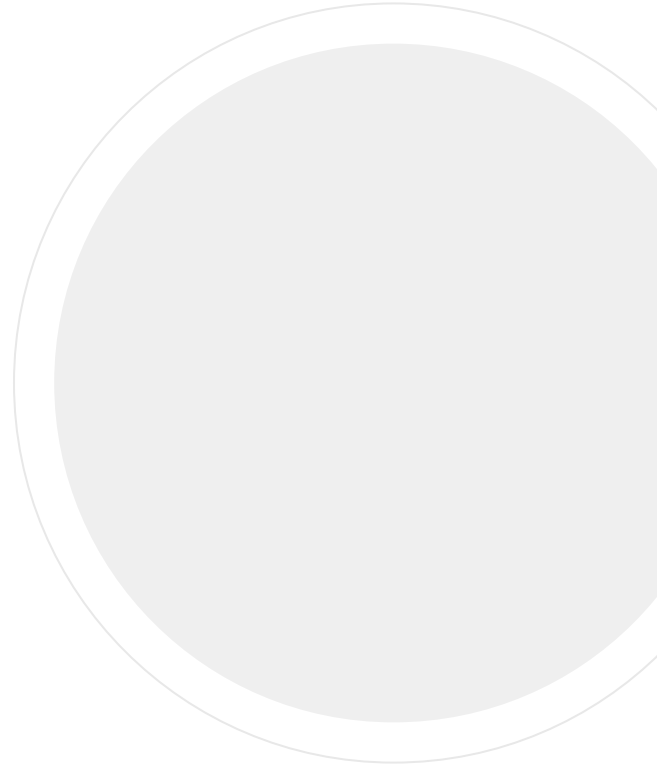
# Project Details - Capacity

- More than just who has the time to be involved
- What similar projects has your team conducted? What areas of expertise can you draw upon?
  - Ex. past projects that made collections accessible, what was the success?
- How will the institution grow capacity because of this project?
  - What knowledge will be gained for the project team and by the community at large



# Subcontracts

- Digitization vendors
- Transcribers
- Translators
- Sound engineers
- Publishers



# Big Picture Questions

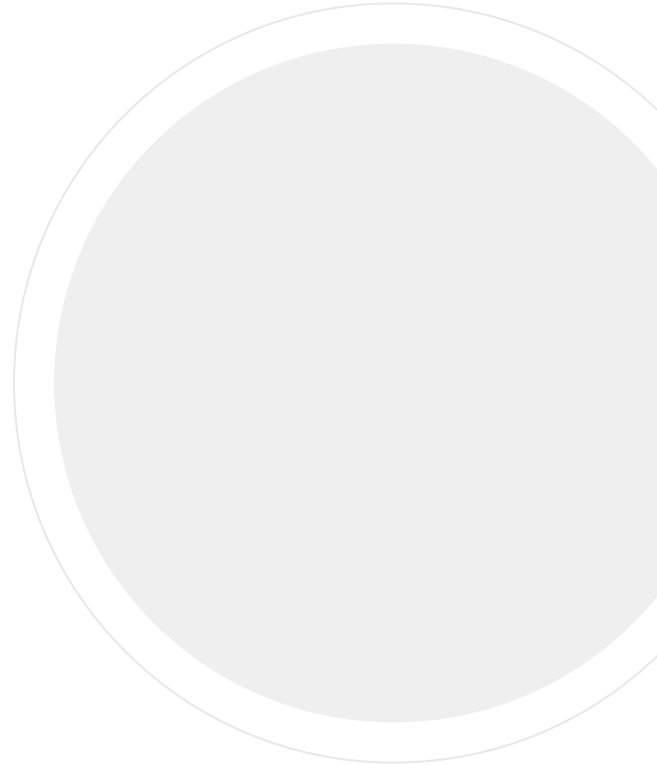
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Before getting to the nitty gritty, what to consider



# Choosing A Collection

- What is the importance to the community?
- Does appropriate description exist? Do you need to process further?
- Do you have the right to use and share these materials?
- What formats are included in this collection?





# In House vs Vendor

- Do you have existing equipment and qualified staff to operate it?
- Is the equipment and software up to current standards?
- Will newly purchased equipment/software have a use beyond this project?
- Do you have existing policies for using the equipment, generating/embedding metadata, quality control, etc.?
- Do you have any damaged or dirty materials and/or the staff expertise to handle them?

# Choosing Vendors

- Check in with previous partners
- Get multiple quotes
- How will you get the materials to the vendor?
- Questions to ask the vendor:
  - Have they done projects of this size/scope before?
  - Have they worked with this media type before?
  - Have they worked with CLIR grants before?
  - Do they have different specs than you request, if so why?
  - How long would this project take to complete?
  - Would they be able to start right away if awarded?





# Who will be on the project?

- Do you have staff capacity in your department?
- What protocols do you need to follow?
  - Ex. does your institution require that a Media Dept. professional be involved in the release of media online or creation of content?
- Is there staff in other departments that can assist?
  - Ex. does your institution have an Education Dept. with connections in schools to tap into?
- Will interns or temporary project staff be involved? How quickly are these types of positions filled at your institution?

# Specifics You Need to Know

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Specific information to have on hand and ready to go when creating a digitization plan

# Equipment and Software

- If digitizing in house
  - How will you do the digitizing?
  - How will you edit the resulting digital files?
- How will you share the results of the project?
  - Online database, social media
- If you have digitization equipment and software already
  - Can you train staff on using these before the grant is awarded?



# Purchasing Equipment and Software

- Get multiple quotes
- Talk to your IT
- Check in with your networks (see resources slide)



# Storage

- CDs/DVDs
- Thumb Drives
- Hard Drives
- RAID Storage Devices
- Internal Server
- Cloud Storage
- etc.



# Storage

<b>Master Files</b>	<b>Preservation Files</b>	<b>Access Copies</b>
Never edit	Update file formats, conduct preservation actions, update embedded metadata, create access copies	Can edit, modify, add watermarks, share with researchers
Store on most secure and stable storage option	Store on most secure and stable storage option (different section from Master Files)	Store on hard drives, on network drive, on database or other easy to find and access locations



# Formats

	Audio	Visual	Photographs	Documents
Master	<b>WAV</b>	<b>AVI</b>	<b>TIFF</b>	<b>PDF</b>
Preservation	<b>WAV</b>	<b>AVI</b>	<b>TIFF</b>	<b>PDF</b>
Access	<b>MP3</b>	<b>MP4</b>	<b>JPEG</b>	<b>PDF</b>



# Metadata

- What metadata schema do you use now?
- How is metadata incorporated into your collection already?
- How is it incorporated into your CMS?
- Work with your vendor
  - Create a standardized excel doc

- Dublin Core
- EAD
- PREMIS
- METS
- TK Labels
- etc.





# Metadata

Dates	Category	Summary Note	Phys Desc	Creator	Creator Role	Media Type	Language:Language Note	Language:Language Code	Notes/Prov
4/24/1975	AUDIO RECORDING	sample summary	Sticky film on discs in this folder	Doe, John	Interviewer	Compact Disc (CD)	Haida	Hai	
4/25/1975	DOCUMENT	sample summary		Doe, John	Interviewer		English	eng	
4/26/1975	VIDEORECORDING	sample summary		Doe, John	Interviewer	DVD	Tlingit	tli	

# Questions + Break

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Submit questions using chat

# Break

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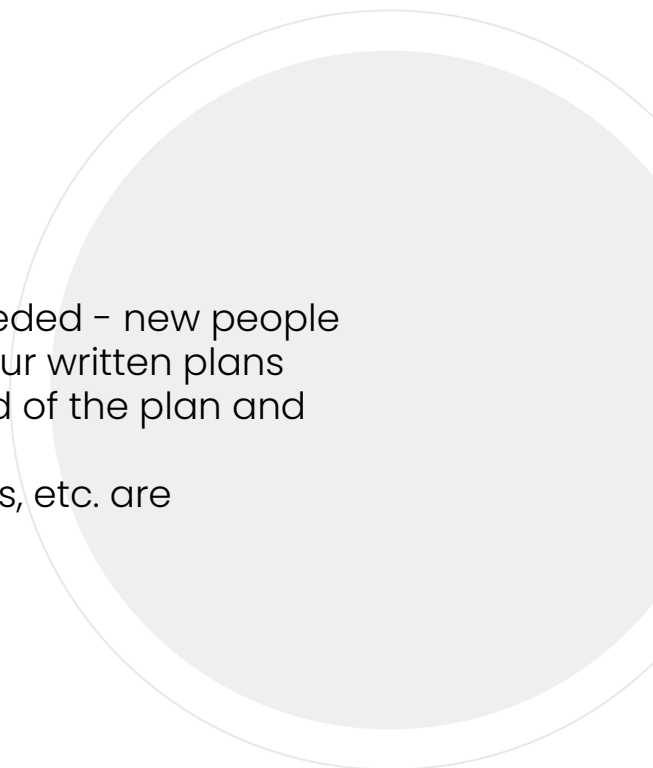
# What makes a Digitization Plan Sustainable?

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Going beyond “just scan everything”



# Details

- Your digitization plan has all of the information needed – new people can be able to jump right in at any point based on your written plans
  - Vendors and partners are confirmed and informed of the plan and timeline
  - File names, metadata schema, inventories/box lists, etc. are standardized and spelled out
- 

# Use the Tools You Have

Use technology you are familiar with or have support for

- Storage devices that don't rely on IT for access
- Cataloging systems - we use Proficio, talk to your support team for tips and tricks like importing mass data
- If you are not familiar with the tools you have, what training resources are available to you?

Follow existing protocols (either institutional or the wider field)

- Naming conventions
- File structure
- DACS

Tools:

- Software
- Equipment
- Storage devices
- Database/Cataloging Systems
- Social Media
- etc.



# Long-Term Access

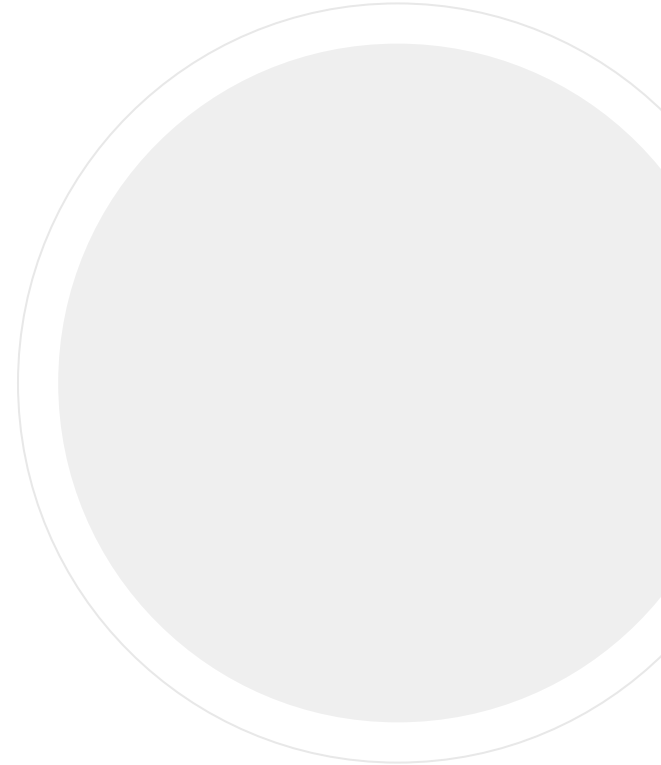
Used data is saved data

- Accessible access copies
- Checksums
- File transfers, emulation
- Maintain the originals
- Costs



# Outreach Plan

- Audience
- Social Media
- Is online access the best access?
- Searchability/Findability







# Challenges – Risk Mitigation

- Staff turnover
- Vendor availability
- Broken/dirty/damaged formats – Betacam tapes in Celebration project
- Southeast Native Radio – CLIR RAR during the pandemic, budget/timeline changes

# Timelines

Remember: your project is not your only task!

1  
Is the collection already fully processed to item level?

3  
Include time to purchase packing materials and conduct thorough condition reports. Include time for safely packing and shipping materials to the digitization company.

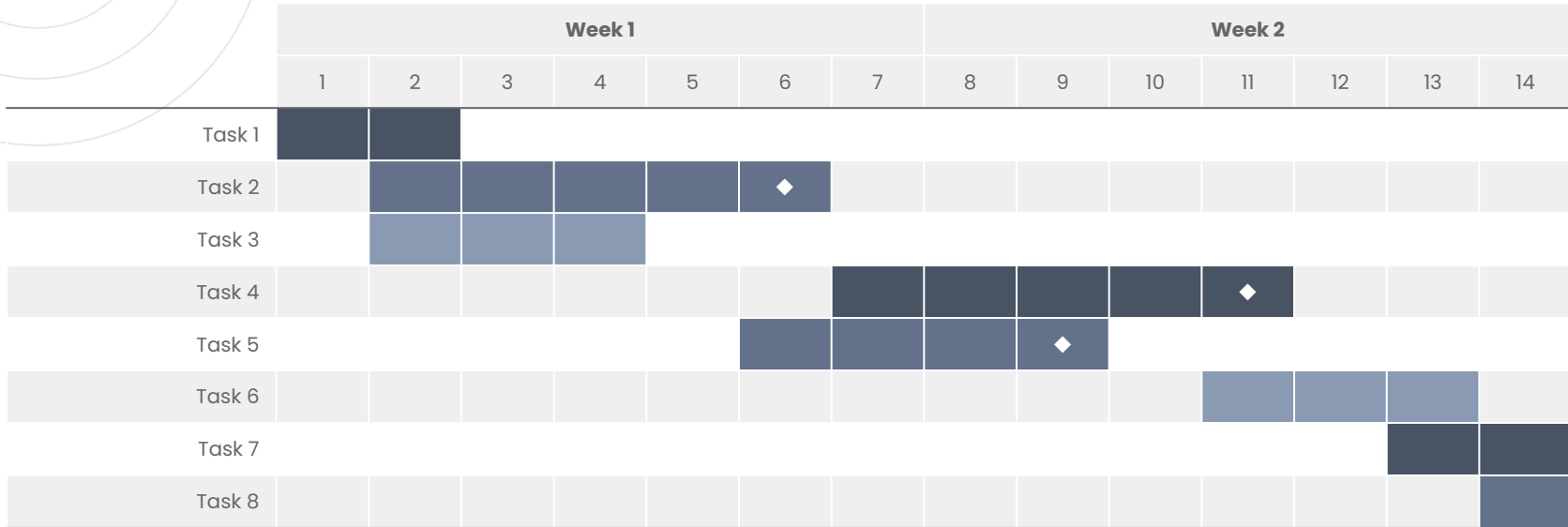
5  
Review, review, review! Check the returned physical items, the digital files, the metadata, and any other products.

2  
Do you have detailed metadata templates for the digitization company?

4  
Budget extra time for the digitization company and have back up plans.

6  
Update your database, attach/update metadata, document the successes and challenges of the project.

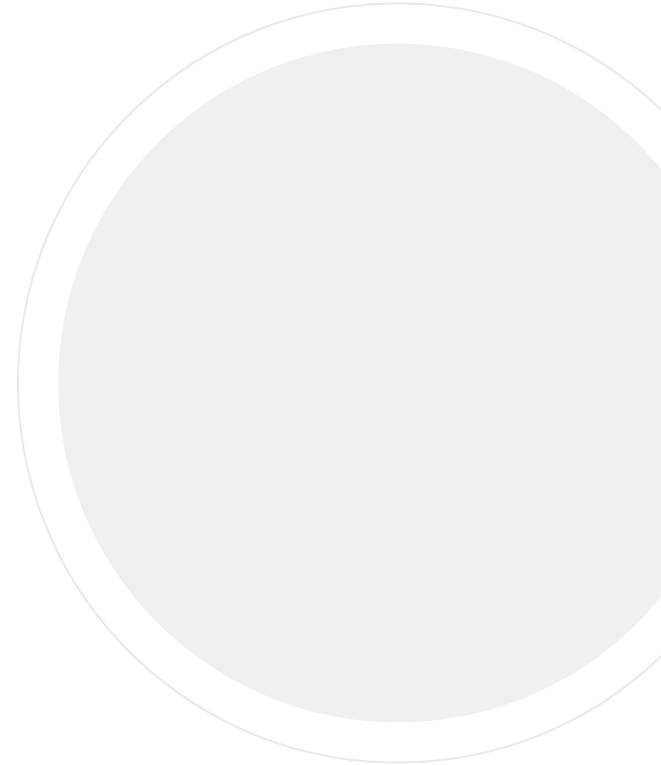
# Gantt chart Schedule





# Tracking Progress

- Monthly meetings
- Schedule
- Project management system (monday.com)
- Create documentation for yourself, not just the final report



# Resources

- <https://digitalpowrr.niu.edu/>
- <https://qanda.digipres.org/>
- <https://www2.archivists.org/prof-education/continuing-education>
- <https://www.nedcc.org/free-resources/digital-preservation>
- <https://www.nedcc.org/free-resources/overview>
- Listservs: SAA, local groups (AKarchivists), Archivists Think Tank (Facebook)

# Question + Answer

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Submit questions using Q&A box

# Wrap up:

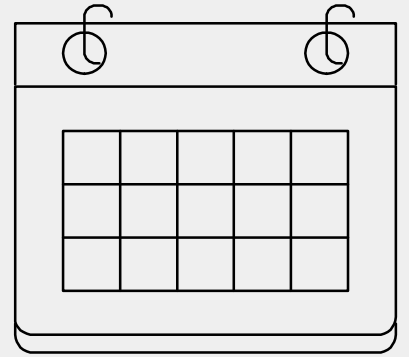
Session 4:  
*Rights, Ethics, & Re-use*

**April 3**

2:00–3:30 PM ET

Register for all upcoming sessions:

[clir.org/hiddencollections/apply-for-an-award/](https://clir.org/hiddencollections/apply-for-an-award/)





# Thank you!

Please take a moment to complete a survey about this session.

Questions? [hidencollections@clir.org](mailto:hidencollections@clir.org)